

# ANNUAL REVIEW Pre-Application Conference



Handout # 21-A Revised 2/24/04

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## What is the purpose of the Pre-application Conference?

The pre-application conference is an opportunity for the applicant to present their proposal and ask questions of staff. During this 45-60 minutes session, the applicant will be informed about the applicable review standards and possible public policy issues.

Applicants are encouraged to provide complete and accurate information with their submittal package in order for staff to provide a thorough review.

## When is a Pre-application Conference required?

A pre-application conference is always required before any applicant submits an Annual Review application. APPLICATIONS ARE ONLY ACCEPTED BETWEEN OCTOBER 1, 2001 AND NOVEMBER 30, 2001.

## What is the application procedure?

The first step in applying for a pre-application conference is to order a "Developer's GIS Packet" (Geographic Information System) from the Community Development's Customer Service Center at 1408 Franklin Street, Vancouver, Washington, or by calling the Developer's GIS Packet Hotline at (360) 397-2375, Ext. 4082. The packet cost is **\$30.00**, and must be ordered at least 24 hours prior to pickup. The packet is designed specifically for your property and includes the Comprehensive Plan and zoning designations, an aerial photograph, maps on transportation, soil types, steep slopes, critical environmental areas (such as wetlands and hazardous slide areas), and more.

The second step is to complete a draft State Environmental Policy Act (SEPA) environmental checklist (*attached*).

The third step is to submit a completed Pre-Application Conference Request Form, together with 8 copies of the requested submittal items, and the **\$1,004** Pre-application fee to the Customer Service Center. Prior to accepting your application, the Customer Service staff will conduct a "**Counter Complete**" review of your submittal package. This initial review ensures that all items listed in the submittal requirements have been submitted before accepting your application. These include:

1. Application Form
2. Application Fee
3. Developer's GIS Packet Information
4. Narrative (see below)
5. Owner contact information
6. SEPA checklist

Once your application is accepted, the submittal packages are routed to the various review staff.

**How is the Pre-application Conference scheduled?**

Upon submittal of a Counter Complete application, counter staff will provide a receipt that indicates the date, time and location of your conference. CONFERENCES WILL BE CONDUCTED BETWEEN OCTOBER 15, 2001 AND January 1, 2002. The County will subsequently mail written notice of the conference date, time and place to the affected agencies, jurisdictions, and the local neighborhood association within 15 calendar days of your submittal. These conferences are held at the Clark County Public Service Center, Department of Community Development, 1300 Franklin Street, Vancouver, Washington.

**What response does an applicant get from the County?**

After the conference, the County will mail the applicant and other interested parties a Pre-Application Conference Report. This report will identify the relevant Code standards and approval criteria, list of possible public policy issues, and identify additional information required to prepare a Fully Complete Annual Review application. The report will also respond to the applicant's written questions, if any, and inform the applicant of the application fees for an Annual Review application.

**How long is the Pre-Application Conference valid?**

This Pre-application for an Annual Review is only valid for this year's round of Annual Reviews which ends February 1, 2005. NOTE: THE PRE-APPLICATION CONFERENCE APPLICATION MUST BE SUBMITTED BY FRIDAY NOVEMBER 30, 2004.

**Note:** This handout is not a substitute for county code. For more information, please refer to Clark County Code 40.520.020. For additional information, county code and forms online, please see <http://www.clark.wa.gov> or call (360)397-2375, ext. 4489

# ANNUAL REVIEW PRE-APPLICATION CONFERENCE SUBMITTAL REQUIREMENTS

The following checklist identifies the information to be included with the Pre-Application Conference Application. Failure to provide all the listed information may prevent the County from identifying all applicable issues or providing the most effective pre-application review.

1. **APPLICATION FORM** - The Pre-application Conference Request Form shall be completed and original signed in ink by the owner(s) of record.
3. **APPLICATION FEE** - The fee for a Pre-Application Conference is **\$1,004** and shall accompany the application. Checks should be made payable to "Clark County Community Development."
4. **DEVELOPER'S GIS PACKET** - Eight (8) copies of the Developer's GIS Packet must be submitted with your application. This packet is available from the Customer Service Center for **\$30.00**, and must be ordered [(360) 397-2375 ext. 4082] at least 24 hours prior to pickup. The packet includes the following:
  - General Location Map
  - Property Information Fact Sheet
  - Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map
  - Elevation Contours Map
  - Aerial Photography Map (due to poor reproduction quality, 8 copies are already included)
  - Aerial Photography Map with Contours (due to poor reproduction quality, 8 copies are already included)
  - Zoning Map
  - Comprehensive Plan Map
  - Water, Sewer and Storm Systems Map
  - Soil Type Map
  - Environmental Constraints Map
  - Quarter Section Map
5. **SUBMITTAL COPIES**
  - ☐ Eight (8) individually bound copies of the application package shall be provided including 8 copies of the Developer's GIS Packet.
6. **NARRATIVE**
  - ☐ Description of the request
  - ☐ Area of the site (acres or square feet)
  - ☐ Related or previous permit activity
  - ☐ Applicant's interest in the property (whether owner, buyer, lessee, contractor, engineer, consultant, or legal representative)

- Statement on how the plan/zone change request is consistent with all of the applicable policies and criteria in the comprehensive plan (see below) and Clark County Code 18.610

**Failure to provide all of the required information may prevent county staff from identifying certain issues or providing an effective pre-application review, and will disqualify the application from contingent vesting.**

**SPECIFIC QUESTIONS AND ISSUES  
YOU WISH TO HAVE DISCUSSED AT THIS PRE-APPLICATION  
CONFERENCE:**

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Long Range Planning staff are normally present at the conference. Please note below the names of County staff with whom you have already discussed this proposal, especially in relation to the above questions and issues:

\_\_\_\_\_  
\_\_\_\_\_

**Criteria for all Map Changes [CCC 40.520.010(G)]**

Plan and concurrent zone map changes may only be approved if all of the following are met:

1. The proponent shall demonstrate that the proposed amendment is consistent with the Growth Management Act and requirements, the countywide planning policies, the Community Framework Plan, the *Comprehensive Plan*, applicable city comprehensive plans, applicable capital facilities plans and official population growth

forecasts; and

2. The proponent shall demonstrate that the designation is in conformance with the appropriate locational criteria identified in the plan; and
3. The map amendment or site is suitable for the proposed designation and there is a lack of appropriately designated alternative sites within the vicinity; and
4. The plan map amendment either: (a) responds to a substantial change in conditions applicable to the area within which the subject property lies; (b) better implements applicable comprehensive plan policies than the current map designation; or (c) corrects an obvious mapping error; and
5. Where applicable, the proponent shall demonstrate that the full range of urban public facilities and services can be adequately provided in an efficient and timely manner to serve the proposed designation. Such services may include water, sewage, storm drainage, transportation, fire protection and schools. Adequacy of services applies only to the specific change site.

**Criteria for all Zone Changes [CCC 40.520.020(H)]**

Zone changes may be approved only when all of the following are met:

1. Requested zone change is consistent with the comprehensive plan map designation.
2. The requested zone change is consistent with plan policies, locational criteria, and the purpose statement of the zoning district.
3. The zone change either:
  - Responds to a substantial change in conditions applicable to the area within which the subject property lies;
  - Better implements applicable comprehensive plan policies than the current map designation; or
4. There are adequate public facilities and services to serve the requested zone change

**Public Service Center  
Department of Community Development  
1300 Franklin Street  
P.O. Box 9810  
Vancouver, WA. 98666-9810  
Phone: (360) 397-2375; Fax: (360) 397-2011  
Web Page at: <http://www.co.clark.wa.gov>**

# DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



<b>PROJECT NAME:</b>		
<b>TYPE(S) OF APPLICATION (See Reverse Side):</b>		
<b>DESCRIPTION OF PROPOSAL:</b>		
<b>APPLICANT NAME:</b>	Address:	
E-mail Address:	Phone and Fax:	
<b>PROPERTY OWNER NAME</b> (list multiple owners on a separate sheet):	Address:	
E-mail Address:	Phone and Fax:	
<b>CONTACT PERSON NAME</b> (list if not same as APPLICANT):	Address:	
E-mail Address:	Phone and Fax:	
<b>PROJECT SITE INFORMATION:</b> Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

## AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

<b>Assigned at Customer Service Center</b>	<b>CASE NUMBER:</b>	
	<b>WORK ORDER NUMBER:</b>	

## **APPLICATION TYPES**

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

### **Environmental/Critical Areas:**

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

### **Land Division:**

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (\_\_\_ Infill)
- ☐ Subdivision (\_\_\_ Infill)

### **Miscellaneous:**

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

### **Planning Director Review:**

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change